

NEH on GRANTS.GOV

Instructions for Applying for a Grant via Grants.gov

Stabilization of Humanities Collections Grants

NEH encourages you to use the new Grants.Gov website to submit your NEH grant application package. If your organization hasn't already done so, it must register with Grants.Gov before submitting a grant application for the first time. You can learn how to get started on the Grants.Gov website at <http://www.grants.gov/GetStarted>. In addition, NEH has created an easy-to-follow checklist for registering which is available at: <http://www.neh.gov/grants/grantsgov/grantsgovchecklist.html>

Once you have downloaded your application package, you will open it on your PC using the PureEdge forms program. You will find that there are four forms you must fill out before you can submit your application. They are:

1. **Application for Federal Assistance (SF-424)** -- this form asks for basic information about your organization.
2. **Supplementary Cover Sheet for NEH Grant Programs** -- this form asks for more detailed information about your budget request, your project director, and grants administrator.
3. **NEH Budget Form** -- this form asks for detailed information about your project budget.
4. **NEH Attachment Form** -- you will use this form to attach your narrative, statement of significance, and the other pieces of your application.

Below, you will find detailed instructions on how to fill out each form. Please consult the guidelines for this program to learn about the application requirements. They are available at: <http://www.neh.gov/grants/guidelines/stabilization.html>

1. How to Fill Out the Application for Federal Assistance (SF-424)

1. **Type of Submission:** Please choose non-construction.
2. **Date Submitted:** This will be filled in automatically with the date you submitted the application. The Applicant Identifier is optional; if you choose to, you can put a name or number in there for your own internal tracking purposes. Otherwise, you may leave blank.
3. **Date Received by State:** Please leave blank.

4. **Date Received by Federal Agency:** Please leave blank.
5. **Applicant Information:** In this section, please supply name, address, DUNS number, and other information about your institution.

Name and Address of Person to be Contacted: Please enter the name and address of the Project Director.
6. **Employer Identification Number:** Enter the EIN (also known as TIN, or Tax Identification Number) of your institution.
7. **Type of Applicant:** Choose the category that most closely matches your institution.
8. **Type of Application:** Please leave blank.
9. **Name of Federal Agency:** This will be filled in automatically with "National Endowment for the Humanities."
10. **Catalog of Federal Domestic Assistance:** This will be filled in automatically with the CFDA number and title of the NEH program to which you are applying.
11. **Descriptive Title of Applicant's Project:** Please enter your project title. Your title should be brief, descriptive, and substantive. It should also be informative to a non-specialist audience.
12. **Areas Affected By Project:** Please enter "N/A."
13. **Proposed Project:** Please enter the starting and ending dates for your project.
14. **Congressional Districts:** Please enter the congressional district of your institution into the APPLICANT field. For example, if your institution is located in the 5th Congressional District of California, put a "5." If your institution doesn't have a congressional district (e.g. it is in a state or U.S. territory that doesn't have districts or is in a foreign country), put a "0" (zero). In the PROJECT field, always enter a "0" (zero).
15. **Estimated Funding:** Please enter a value of 0 (zero) into fields A through F. You will enter your basic budget information on the **Supplementary Cover Sheet for NEH Grant Programs** form instead.
16. **Is Application Subject to Review by State Executive Order 12372 Process?:** Please choose "Program is not covered by E.O. 12372."
17. **Is the Applicant Delinquent on any Federal Debt:** Please answer "yes" or "no" as appropriate.

18. **Authorized Representative:** This would be the name of the AOR (Authorized Organization Representative) who is submitting this application on behalf of the institution. This person, often called an "Authorizing Official," would typically be the president, vice president, executive director, provost, or chancellor. In order to become an AOR, the person must be designated by the institution's E-Business Point of Contact. For more information, please consult the Grants.Gov user guide, which is available at:
<http://www.grants.gov/CustomerSupport>.

2. How to Fill Out the Supplementary Cover Sheet for NEH Grant Programs

1. **Project Director:** Provide the personal contact information for the person conducting the project, including name, address, e-mail, telephone, fax, and major field of study.
2. **Institution Information:** For Institution Type and Status, please choose what best fits your institution.
3. **Project Funding:** Please enter your project funding information. Note that applicants for Challenge Grants should use the right column only; applicants to all other programs should use the left column only.
4. **Application Information:** In this section, please provide information about this project. Please indicate whether the proposal will be submitted to another NEH division, government agency, or private entity for funding. If so, please indicate where and when. NEH frequently cosponsors projects with other funding sources. Providing this information will not prejudice the application's review.

For Type of Application, check "new" if the application requests a new period of funding, whether for a new project or the next phase of a project previously funded by NEH. Check "supplement" if the application requests additional funding for a current NEH grant. If requesting a supplement, provide the current grant number (applicants should discuss their request with an NEH program officer before submitting such an application).

For Project Field Code, please choose the humanities field of the project. If the project is multidisciplinary, choose the field that corresponds to the project's predominant discipline. For the Project Description, provide a brief description written for a non-specialist audience and clearly state the importance of the proposed work and its relation to larger issues in the humanities.

5. **Institutional Grants Administrator:** Provide the contact information for the official responsible for the administration of the grant (e.g., negotiating the project budget and ensuring compliance with the terms and conditions of the award). This person is often a grants or research officer, or a sponsored programs official. Normally, the Institutional Grants Administrator is not the same person as the Project Director.

3. How to Fill Out the NEH Budget Form

Types of Grants Supported

The Endowment supports projects with outright funds, matching funds, and a combination of the two.

- **Outright Funds:** Outright funds are awarded by the Endowment and are not contingent on additional fund-raising.
- **Matching Funds:** Matching funds require a grantee to secure gift funds from third parties before federal funds are awarded. Except for Challenge Grants (see special budget instructions), NEH matching grants are made on a one-to-one basis. Because matching awards enable the Endowment to provide support to a greater number of projects, applicants are encouraged to request complete or partial support in the form of matching grants. Whenever possible, applicants requesting matching funds should identify potential sources of gift funds at the time they submit an application to the Endowment (see Eligible Gifts and Donors below).
- **Combined Funds:** Applicants may also request a combination of outright and matching funds from the Endowment. For example, if an applicant is requesting \$40,000 in funds from NEH, and the applicant includes in its cost sharing \$5,000 from an eligible third-party donor, the applicant should request \$5,000 in matching funds. The balance of the NEH request (\$35,000) should be for outright funds. The Endowment may offer funding at a different level than that requested. In some instances, the Endowment may offer matching funds only, or it may offer a combination of matching and outright funds in response to a request for outright funds.

Cost Sharing

The Endowment normally can contribute only part of the funds needed to carry out projects. Cost sharing consists of the cash contributions made to the project by the applicant, third parties, and other federal agencies as well as third party in-kind contributions, such as donated services and goods. Cost sharing includes gift money that will be raised to release federal matching funds. See guidelines for specific cost sharing expectations for each program.

Grant Period

The grant period encompasses the entire period for which Endowment support is requested in the current application. All project activities and the expenditure of project funds must occur during the grant period. In determining the beginning date of a proposed grant period, applicants should refer to the deadline and project starting date stated in the application guidelines

<http://www.neh.gov/grants/guidelines/stabilization.html>

Eligible Gifts and Donors

For the purpose of the Endowment's gifts and matching program, a gift is a voluntary transfer of money (or a non cash contribution that is subsequently converted to cash) from a nonfederal third party to the applicant without compensation or consideration in return. Only gifts that will be used to support budgeted project activities during the grant period are eligible to be matched with federal funds. Ineligible donors include the applicant who will carry out the project and any institution or individual who is involved in project activities and will receive some sort of remuneration from project funds.

STEP-BY-STEP BUDGET INSTRUCTIONS

Before developing a project budget, applicants should review the program guidelines on cost-sharing requirements, the different kinds of Endowment funding, limitations on the length of the grant period, and any restrictions on the types of costs that may appear in the project budget.

Requested Grant Period

Grant periods begin on the first day of the month and end on the last day of the month. All project activities must take place during the requested grant period.

Project Costs

The budget should include the project costs that will be charged to grant funds as well as those that will be supported by applicant or third-party cash and in-kind contributions (cost-sharing). In-kind contributions include the value of services or equipment that is donated to the project free of charge.

All of the items listed, whether supported by grant funds or cost-sharing contributions, must be reasonable, necessary to accomplish project objectives, allowable in terms of the applicable federal cost principles, auditable, and incurred during the grant period. Charges to the project for items such as salaries, fringe benefits, travel, and contractual services must conform to the written policies and established practices of the applicant organization.

When indirect costs are charged to the project, care should be taken that expenses that are included in the organization's indirect cost pool (see Indirect Costs) are not charged to the project as direct costs.

Fringe Benefits

Fringe benefits may include contributions for social security, employee insurance, pension plans, etc. Only those benefits that are not included in an organization's indirect cost pool may be shown as direct costs.

Travel Costs

The lowest available commercial fares for coach or equivalent accommodations must be used and foreign travel must be undertaken on U.S. flag carriers when such services are available.

Equipment

Only when an applicant can demonstrate that the purchase of permanent equipment will be less expensive than rental may charges be made to the project for such purchases. Permanent equipment is defined as nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more.

Services

The costs of project activities to be undertaken by a third-party contractor should be included in this category as a single line item charge. A complete itemization of the cost comprising the charge should be attached to the NEH budget. If there is more than one contractor, each must be budgeted separately on the NEH form and must have an attached itemization.

Indirect Costs (Overhead)

These are costs that are incurred for common or joint objectives and therefore cannot be readily identified with a specific project or activity of an organization. Typical examples of indirect cost type items are the salaries of executive officers, the costs of operating and maintaining facilities, local telephone service, office supplies, and accounting and legal services.

Indirect costs are computed by applying a negotiated indirect cost rate to a distribution base (usually the direct costs of the project). Organizations that wish to include overhead charges in the budget but do not have a current federally negotiated indirect cost rate or have not submitted a pending indirect cost proposal to a federal agency may choose one of the following options:

1. NEH will not require the formal negotiation of an indirect cost rate, provided the charge for indirect costs does not exceed 10 percent of direct costs, less distorting items (e.g., capital expenditures, participant stipends, major subcontracts), up to a maximum total project charge of \$5,000 per year. (Applicants who choose this option should understand that they must maintain documentation to support overhead charges claimed as part of project costs.)
2. If your organization wishes to use a rate higher than 10 percent or claim more than \$5,000 in indirect costs per year, an estimate of the indirect cost rate and the charges should be provided on the budget form. If the application is approved for funding, you will be instructed to contact the NEH Office of the Inspector General to develop an indirect cost proposal.

SAMPLE BUDGET COMPUTATIONS

		NEH Funds (a)	Cost Sharing (b)	Total (c)
Salaries and Wages				
Jane Doe/Project Director	[] 9 months x 100% @ \$40,000/academic yr	\$20,000	\$20,000	\$40,000
Jane Doe	[] 1 summer month x 100% @ \$3,000	\$3,000		\$3,000
John Smith/Research Assistant	[] 6 months x 50% @ \$30,000/yr.	\$7,500		\$7,500
Secretarial Support	[] 3 months x 100% @ \$20,000/yr.	\$5,000		\$5,000
Fringe Benefits				
15% of \$50,500		\$4,775	\$2,800	\$7,575
10% of \$ 5,000		\$500		\$500
Travel				
	No. of Persons	Total travel days	Subsistence costs +	Transport costs =
New York City/Chicago	[2]	[4]	\$800	\$600
Various/Washington D.C. conf.	[5]	[10]	\$750	\$500
			\$1,400	\$1,400
			\$1,250	\$1,250
Consultant Fees				
Epistemologist	5 days @ \$100/day		\$500	\$ 500
Services				
Long Distance Telephone	est. 40 toll calls @ \$3.00		\$120	\$120
Conference Brochure	50 copies @ \$3.50/copy		\$175	\$175
TOTAL DIRECT COSTS			\$44,220	\$22,800
				\$67,020
Indirect Costs				
20% of \$67,020			\$8,850	\$4,554
				\$13,404
TOTAL PROJECT COSTS (Direct and Indirect)			\$53,070	\$27,354
				\$80,424

4. How to Fill Out the NEH Attachment Form

You will use this form to attach the various files that make up your application.

Two important points:

1. Your attachments must be in either Portable Document Format (.pdf) or ASCII text (.txt). We cannot accept attachments in their original word processing or spreadsheet formats. We strongly recommend you compose your documents using your preferred word processor or spreadsheet program and then convert them to PDFs. That way, all of your formatting will be preserved. If you don't already have software to convert your files into PDFs, there are many low-cost and free software packages that can do this. To learn more, go to <http://www.neh.gov/grants/grantsgov/pdf.html>
2. You must name and attach your files in the proper order so that we can tell which one is which. Please see below for the details.

When you open the NEH Attachment Form, you will find 15 attachment buttons, labeled "Attachment 1" through "Attachment 15." By clicking on a button, you will be able to choose the file from your computer that you wish to attach. Please attach the proper file to the proper button as listed below:

ATTACHMENT 1: To this button, please attach your **Statement of Significance**. Please name the file "Significance.pdf" (if in Acrobat format) or "Significance.txt" (if in ASCII text format).

ATTACHMENT 2: To this button, please attach your **Narrative**. Please name the file "Narrative.pdf" (if in Acrobat format) or "Narrative.txt" (if in ASCII text format).

ATTACHMENT 3: To this button, please attach your **Staff and Consultant Resumes**. Please name the file "Resumes.pdf" (if in Acrobat format) or "Resumes.txt" (if in ASCII text format).

ATTACHMENT 4: To this button, please attach your **History of Grants**. Please name the file "Historyofgrants.pdf" (if in Acrobat format) or "Historyofgrants.txt" (if in ASCII text format).

ATTACHMENT 5: To this button, please attach your **Consultants and Advisory Board Members** document. Please name the file "Consultants.pdf" (if in Acrobat format) or "ProjectConsultants.txt" (if in ASCII text format).

ATTACHMENT 6: To this button, please attach your **List of Suggested Evaluators**. Please name the file "Listofevaluators.pdf" (if in Acrobat format) or "Listofevaluators.txt" (if in ASCII text format).

If you have any additional files you need to attach, please use the remaining attachment buttons. Please be sure to give these additional attachments meaningful filenames and ensure that they are in Acrobat or ASCII text format.

Non-Electronic Attachments

After you submit your electronic application to Grants.Gov, you will be assigned a Grants.Gov tracking number on the screen. It will also be e-mailed to your AOR. Should you need to submit any non-electronic attachments (booklets, catalogs, videotapes, etc), please clearly write this tracking number on your envelope and mail eight copies of each attachment to:

Grants for Stabilizing Humanities Collections
Division of Preservation and Access
National Endowment for the Humanities
Room 411
1100 Pennsylvania Avenue, NW
Washington, D.C. 20506
202-606-8570

Additional Help

For additional help on how to use Grants.Gov, please see the help screens on the Grants.Gov website at <http://www.grants.gov/CustomerSupport>. You can also send e-mail to the Grants.Gov helpdesk at support@grants.gov or call them at 1-800-518-4726.

For specific help on how to complete your Preservation and Access application, please consult the guidelines or contact the Preservation and Access staff at preservation@neh.gov or 202-606-8570.